Release Blocked Invoice
Online Help Procedure

Purpose

Use this procedure to release a blocked invoice manually.

Trigger

Perform this procedure when a blocked invoice, whether FI or LIV invoice, is free for payment.

Prerequisites

- Purchase Order
- LIV Invoice
- FI Invoice

Menu Path

Use the following menu path(s) to begin this transaction:

- Accounts Payable ➜ Invoice Process ➜ Manage Invoice - FI ➜ Change Invoice
- Accounts Payable ➜ Invoice Process ➜ Manage Invoice - FI ➜ Display Parked Invoice
- Accounts Payable ➜ Invoice Process ➜ Manage Invoice - LIV ➜ Change Invoice
- Accounts Payable ➜ Invoice Process ➜ Manage Invoice - LIV ➜ Display Parked Invoice
- Accounts Payable ➜ Invoice Approval ➜ Manage Invoice - FI ➜ Display Parked Invoice
- Accounts Payable ➜ Invoice Approval ➜ Manage Invoice - LIV ➜ Block Invoice

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.

Both the Invoice Processor and Invoice Approver can release blocked invoices (whether FI or LIV) manually. In addition, there are several ways to do so within each role. This OLHP guides users how to release a blocked FI invoice from the Invoice Processor tab.
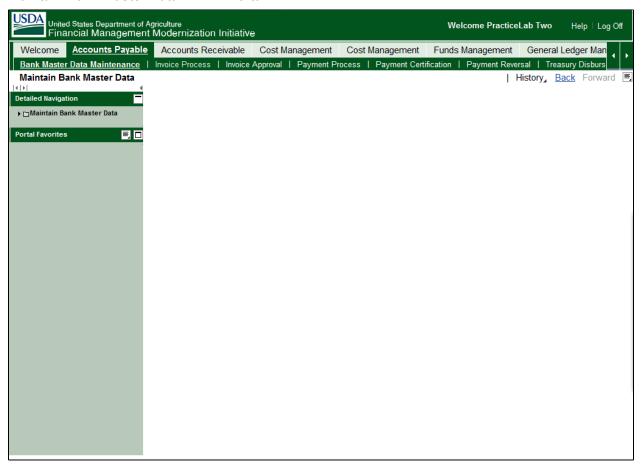
Procedure

1. Start the transaction by accessing the **Accounts Payable** tab.

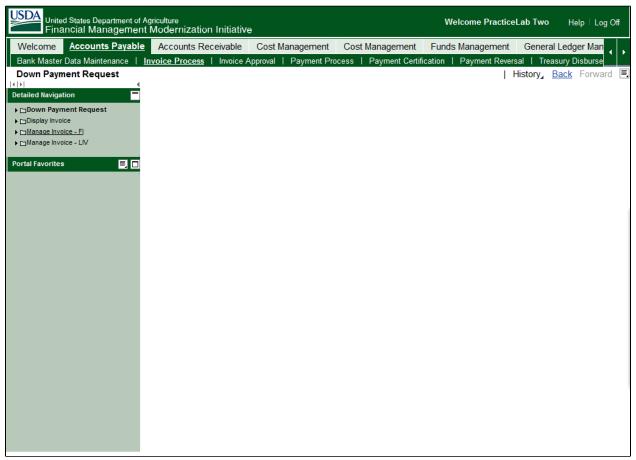**Maintain Bank Master Data - FMMI Portal**

2. Click the **Invoice Process** tab [Invoice Process].
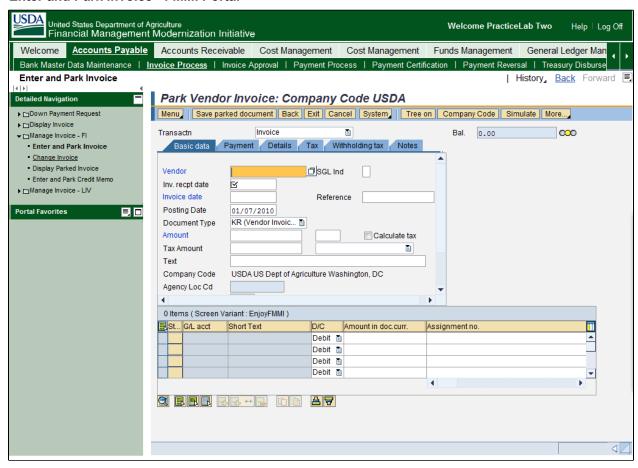
Down Payment Request - FMMI Portal

3. Click the **Manage Invoice - FI** business activity link Manage Invoice - FI.

Enter and Park Invoice - FMMI Portal

4. Click the **Change Invoice** task link ▪ Change Invoice .

Change Invoice - FMMI Portal

5. As required, complete/review the following fields:

Field	R/O/C	Description
Doc. Number	R	Number which uniquely identifies an invoice document. **Example:** 1900004239
Fiscal Year	O	The fiscal year the referenced document was parked or created. **Example:** 2010

6. Press the **Return** key.

Change Invoice - FMMI Portal

7. Click the **Payment** tab Payment

Change Invoice - FMMI Portal

8. Click the **Pmnt Block** combo box Blocked for pay... ▣ .

Change Invoice - FMMI Portal

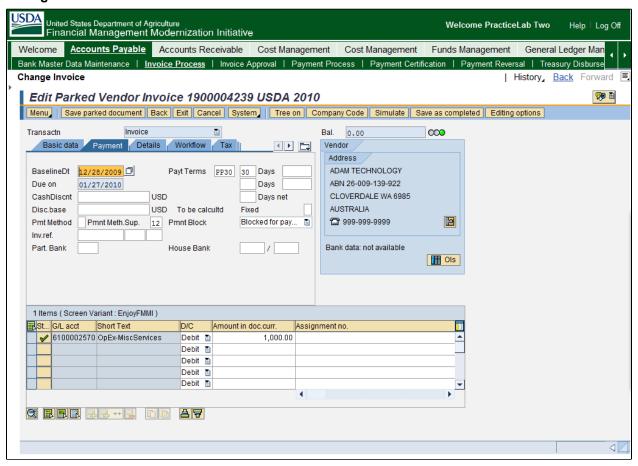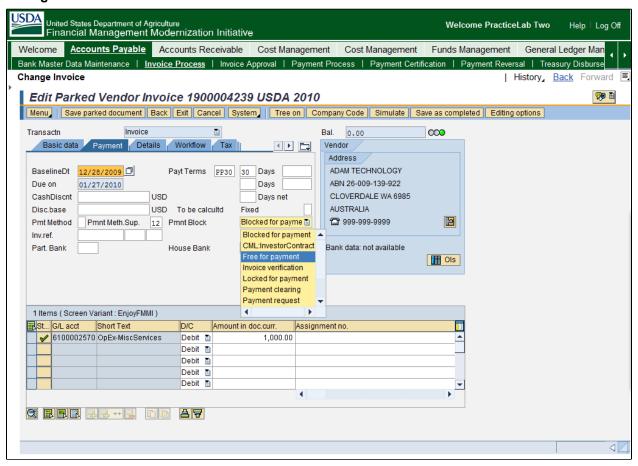| USDA | United States Department of Agriculture | | | | Welcome PracticeLab Two | Help | Log Off |

(screen capture)

| Welcome | **Accounts Payable** | Accounts Receivable | Cost Management | Cost Management | Funds Management | General Ledger Man |

Bank Master Data Maintenance | **Invoice Process** | Invoice Approval | Payment Process | Payment Certification | Payment Reversal | Treasury Disburse

Change Invoice | History | Back Forward

Edit Parked Vendor Invoice 1900004239 USDA 2010

| Menu | Save parked document | Back | Exit | Cancel | System | Tree on | Company Code | Simulate | Save as completed | Editing options |

Transactn Invoice   Bal. 0.00 ○○●

Tabs: Basic data | Payment | Details | Workflow | Tax

Vendor
Address
ADAM TECHNOLOGY
ABN 26-009-139-922
CLOVERDALE WA 6985
AUSTRALIA
☎ 999-999-9999

BaselineDt 12/28/2009   Payt Terms PP30 30 Days
Due on 01/27/2010   Days
CashDiscnt   USD   Days net
Disc.base   USD   To be calcultd Fixed
Pmt Method   Pmnt Meth.Sup. 12 Pmnt Block Blocked for payme

Dropdown:
Blocked for payment
CML:InvestorContract
Free for payment
Invoice verification
Locked for payment
Payment clearing
Payment request

Inv.ref.
Part. Bank   House Bank

Bank data: not available

Ols

1 Items (Screen Variant : EnjoyFMMI)

St..	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
✔	6100002570	OpEx-MiscServices	Debit	1,000.00	
			Debit		
			Debit		
			Debit		
			Debit		

9. Click the **Free for payment** option Free for payment .

10. Perform one of the following:

If the invoice is...	Then
Incomplete and needs further investigation	Click the **Saved parked document** button
Complete and ready for review	Click the **Save as completed** button

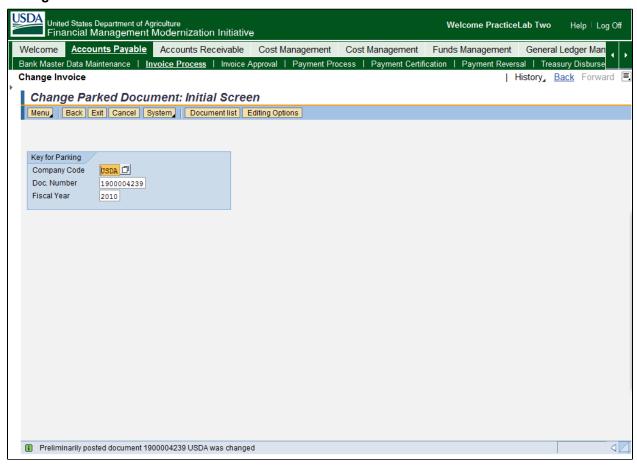Both options park an invoice and the Invoice Approver can review and post from either of these designated statuses.

Depending on the computer resolution, "Save as completed" may appear as a button or under the "More" drop down menu.

Change Invoice - FMMI Portal

11. The transaction has been completed successfully. End of procedure.

Comments

Refer to the following additional materials.

- Block Invoice